

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION		Check one <input type="checkbox"/> ADD DIFFERENTIAL <input type="checkbox"/> REMOVE DIFFERENTIAL <input type="checkbox"/> CHANGE DIFFERENTIAL
NOTICE OF PAY ADJUSTMENT - FOREIGN POST DIFFERENTIAL		
TO: PAYROLL SECTION, FINANCE DIVISION		
INSTRUCTIONS - Submit one copy of this form to the Payroll Section, Finance Division, to effect a pay adjustment due to addition or removal of, or change in, a foreign post differential. In the latter instance, the names of the employees affected may be listed on an attachment to this form together with the grade and base salary of each. "LISTING ATTACHED" should be shown in Item 1, Employee's Name; Item 2 should be left blank, and "PURSUANT TO DEPARTMENT OF STATE STANDARDIZED REGULATIONS DATED _____, 19____," should be shown under REMARKS.		
1. EMPLOYEE'S NAME	2. GRADE AND BASE SALARY	3. DIFFERENTIAL RATE
4. HEADQUARTERS	5. EFFECTIVE DATE OF PAY ADJUSTMENT (<i>Beginning of business</i>)	
REMARKS		
APPROVED BY	SIGNATURE	REGION OR DIVISION